



# GINA HINOJOSA



STATE REPRESENTATIVE • DISTRICT 49

## Job Description: Legislative Director Office of State Representative Gina Hinojosa

**DESCRIPTION:** Office of State Representative Gina Hinojosa seeks an experienced, hardworking, creative thinker for the Legislative Director position. This role will develop, implement and successfully advance the office's legislative agenda while handling our policy portfolio in a high performance, deadline-driven environment. Excellent interpersonal skills and written and verbal communication, as well as strong editing and proofreading, are required.

Successful candidates must also have a positive record of accomplishment in drafting and moving legislation in the Texas State Legislature while being able to respond to challenging situations quickly and strategically. Qualified candidates should be independent self-starters with considerable attention to detail that thrives in fast-paced and highly collaborative environments. The Legislative Director will work closely with the Chief of Staff and supervise the Legislative Intern(s).

**EDUCATION/EXPERIENCE:** Previous legislative session experience at the Texas State Capital and a minimum of a bachelor's degree in political science or related fields. To apply for the position, please send resume and cover letter to the Chief of Staff, Chelsea O'Hara at [chelsea.o'hara@house.texas.gov](mailto:chelsea.o'hara@house.texas.gov)

Salary will be commensurate with experience.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.

